

## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Jason Callahan, Assistant Secretary of Student Pathways & Opportunities  
Lisa Truitt, State Attendance Officer  
Marilyn Pitzulo, Director of Adult Education, Department of Workforce Development

**DATE:** May 29, 2019

**SUBJECT:** Indiana High School Equivalency Testing Requirements (IC 22-4.1-18) Update

The Indiana Department of Education (IDOE) and the Department of Workforce Development (DWD) have developed the following updates regarding students less than eighteen (18) years of age who are exiting to take the Indiana High School Equivalency Test (HSE).

In accordance with IC 22-4.1-18, eligibility requirements associated with those less than 18 years of age taking the high school equivalency assessment have been repealed. Recent legislation allows test administration to include those: **“Less than eighteen (18) years of age, if a superintendent (as defined in IC 20-12-2-21) recommends that the individual participate in the testing program.”** While this legislation no longer explicitly excludes students who are less than 16, please note that according to DWD policy, which follows IC 20- 33-2-9, **absolutely no one under the age of 16 may take the Indiana High School Equivalency Test.**

Please note that under IC 20-18-21 the definition of “Superintendent is: Sec. 21. “Superintendent means:

- (1) The chief administrative officer of a school corporation; or
- (2) In the case of a township school, the county superintendent of schools.

The Exit Interview form can be found [here](#).

**Additional Guidance for Schools/Superintendents:**

- 1) Please keep in mind that you may be getting requests from accredited and non-accredited private schools. This includes students who are being homeschooled.
- 2) An individual who is less than 18 and meets the requirements in IC 20-33-2-9 (b) may obtain a recommendation from any superintendent/principal (as defined in IC 20-18-21) and does not need to have legal settlement in the superintendent's school district. *\*Note that to exit school prior to age 18, the parent and principal's signature is required.*
- 3) A superintendent/principal is not obligated to provide a recommendation for a student less than 18 to take the Indiana High School Equivalency Test if the student doesn't meet the requirements for exit in IC 20-33-2-9 (c), or it is determined that it is not the best option for the student.
- 4) Individuals who are less than 18 and obtain Court Orders to take the Indiana High School Equivalency Test must obtain a superintendent/principal/s recommendation. Please consider working with your Juvenile Courts on assisting these students.
- 5) Please note the Exit Interview Form can be signed by a superintendent or designee, or a principal or designee.

For additional information please contact, Jason Callahan, Assistant Secretary of Student Pathways & Opportunities, [jcallahan1@doe.in.gov](mailto:jcallahan1@doe.in.gov), Lisa Truitt, State Attendance Officer, [ltruitt1@doe.in.gov](mailto:ltruitt1@doe.in.gov), or Marilyn Pitzulo, Director of Adult Education, Department of Workforce Development, [mpitzulo@dwd.in.gov](mailto:mpitzulo@dwd.in.gov).